#### POLICY DOCUMENT FOR REDRESSAL AND GRIEVANCE CELL

#### **OBJECTIVES:**

In order to meet the increasing legitimate expectations of students and staff for better, faster and more effective service, Lakhipur College shall constantly endeavor to improve its service rules, standards and capabilities. The college expects all its teachers and employees to maintain highest standards of integrity and transparency in their working conditions with students and staff.

A Grievance is a documented manifestation of dissatisfaction of a student/staff. Such dissatisfaction, if left unaddressed and unresolved, could endanger the lifeline of the college and erode its image. It is therefore expected that all employees shall devote attention, time and effort at resolving the Grievances of the students and staff within the framework of the

#### Lakhipur College guidelines and the terms of the policy

#### The objectives of the Grievance Redressal Policy are:

- a) To develop an organizational framework to resolve Grievances of Students and staff
- b) To provide the Students and staff access to immediate, hassle free recourse to have their Grievances redressed
- c) To enlighten the Students and staff on their duties and responsibilities
- d) To establish structured interactions with Students and staff to elicit information, academic and administrative process on their expectations
- e) To identify systemic flaws in the design and administration of various general insurance products andto seek solutions thereon, and
- f) To institute a monitoring Cell to oversee the functioning of the Grievance Redressal Policy

#### **STUDENT-STAFF FOCUS:**

- 1. Grievance Redressal Cell should not only seek to redress Grievances but also to avoid them.
- 2. Lakhipur College shall endeavor to improve service through constant interactions with the students and staff to elicit their views on academic and administrative standards, and to seek their suggestions forimprovement.
- 3. At least one meeting per year shall be held to offer opinions and suggestions on Student/staff academic and administrative standards and services.
- 4. Lakhipur College shall take all efforts to abide by and enforce UGC regulations in all its operations.
- 5. The college shall also abide by the Code of conduct approved by the college.
- 6. All efforts shall be made to leverage Information Technology for providing an easy platform to the students and staff to lodge grievances, to track the status of grievances, to enlighten them on claims procedures, to provide access to information on whom to contact and to enhance academic and administrative standards and services.

#### Grievances' may include the following complaints of the aggrieved students namely:

- (i) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
- (ii) Irregularity in the admission process adopted by the institute.
- (iii) Refusing admission in accordance with the declared admission policy of the institute.
- (iv) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such Person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- (v) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- (vi) Breach of the policy for reservation in admission as may be applicable.
- (vii) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- (viii) On provision of student amenities as may have been promised or required to be provided by the institution.

- (ix) Denial of quality education as promised at the time of admission or required to be provided.
- (x) Non transparent or unfair evaluation practices.
- (xi) Harassment and victimization of students including sexual harassment; and
- (xii) Refund of fees on withdrawal of admissions as per DPU instructions from time to time.

#### RESPONSIBILITY FOR REDRESSAL:

The final responsibility for Grievance Redressal rests with Grievance Committee specially constituted under UGC regulations, for resolution of Grievances. The college expects that Grievance Redressal be time bound and result oriented.

#### **DOCUMENTING GRIEVANCES:**

The Grievance Redressal Committee starts with a proper decimation protocol. A Grievance is defined as any communication that expresses dissatisfaction about an action or lack of action or about the standard of service / deficiency of service of academic or administrative nature of the college. Thus any communication, as defined above - written, verbal or digital- shall be recorded in the Grievance system. Immediately on receipt of a Grievance, the concerned Cell will send a written communication to the person who lodges the Grievance in the college, stating the following:

- a) Acknowledging his communication
- b) The name, address, email id and Phone number of the authority to whom the Grievance has been forwarded.
- c) The name, address, email id and Phone number of the authority to whom the Complainant could escalate the matter if his Grievance is not redressed within the specified timeframe or if he is not satisfied with the action taken.

#### STRUCTURE OF GRIEVANCE REDRESSAL CELL:

The Grievance Redressal Committee for aggrieved students would be constituted and working exactly as per the UGC guidelines vide UGC (Grievance Redressal) Regulations 2018.

#### **Grievance Redressal Cell**

There shall be a Grievance Redressal Cell at the college level and constituent college / institute level. It shall consist of Grievances Committees.

#### **Grievances Committee constituent Constitution:**

- i) Principal of the college designated as Chairperson.
- ii) Three senior teachers will be selected by the principal as Members.
- iii) A student representing the college to be nominated based on academic merit.
- iv) The general secretary of the Students' Union will be a member by default.

#### Powers and Duties of the Committee:

- i) The grievances committee shall deal with the grievances of teachers, other employees and the students.
- ii) The aggrieved person (teacher, other employee or student) may lodge his grievance with the Principal or the Cell Convenerof the college, who shall put it before grievancecommittee at the earliest.
- iii) The grievance committee shall hear and settle grievances, as far as may be practical, within three months after the grievance is lodged with the committee.
- iv) If the college level committee is unable to settle a grievance, lodged by teachers /other employees / students, the committee shall direct the aggrieved person to lodge his / her grievance with the concerned authority.







प्रो. रजनीश जैन



# विश्वविद्यालय अनुदान आयोग University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार) (Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002 Bahadur Shah Zafar Marg, New Delhi-110002

> Ph.: 011-23236288/23239337 Fax: 011-2323 8858 E-mail: sery.ugc@nic.in

F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

# PUBLIC NOTICE ON

# UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on 23<sup>rd</sup> March, 2013. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email <a href="mailto:grmhei.2018@gmail.com">grmhei.2018@gmail.com</a> on or before 31st December, 2018.

(Prof. Rajnish Jain)

## UNIVERSITY GRANTS COMMISSION BAHADUR SHAH ZAFAR MARG NEW DELHI – 110 002

#### NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the \_\_ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

### 1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

# 2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
  - making admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii. irregularity in the admission process adopted by the institution;
  - iii. refusing admission in accordance with the declared admission policy of the institution;
  - iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
  - v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
  - vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
  - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
- xii. non transparent or unfair evaluation practices;
- xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (I) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

- (n) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

# 3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
  - (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
  - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
  - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
  - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

### 4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

### A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

## B. <u>Institutional Grievance Redressal Committee (IGRC)</u>

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).
- C. College Grievance Redressal Committee (CGRC)

- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
  - a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

## D. <u>University Grievance Redressal Committee (UGRC)</u>

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of:
  - a) A senior Professor of the university Chairperson
  - b) Dean, Student Welfare or its equivalent Member
  - Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

- (iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.
- (v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.
- E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

# 5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.
- (ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.
- (iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.
- (iv) The Ombudsperson, or any member of his immediate family shall not -
  - (a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;
  - (b) have any significant relationship, including personal, family, professional or financial, with the university;
  - (c) hold any position in university by whatever name called, in the administration or governance structure of the university.
- (v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of the Governor of the State or his nominee Chairperson
- (b) Vice-Chancellor of a University of State to be nominated by the State Government Member
- (c) Vice-Chancellor of the concerned State University Member
- (d) Registrar of the concerned State University Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-
  - (a) Nominee of University Grants Commission Chairperson
  - (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university Member
- (d) The Registrar of the university Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

(ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

#### 6. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

# 7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

# 8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

### 9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)
Secretary

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

Dated: 18th November, 2018

#### Notice

# Lakhipir College Grievance Redressal Committee

In compliance to UGC directive the following "Grievance Committee" is constituted to redress the grievances on academic and other matters received from the students of Lakhipur College.

The following are member of the committee.

1. Dr. Abdullah Saleh Uddin-Chairperson

- 2. Mr. Abdus Samad Shiekh-Convener
- 3. Mr. Abdur Rashid Member
- 4. Mr. Mirza Mannaf Member
- 5. Mr. Nurul Islam Mondal- Member
- 6. General Secretary, Students' Union-Member

Seal and signature of the principal

Principal

Lakhipur Cullege

P.O.Lakhipur, Dt. Goslpara

PIN-783129

Email: lakhipurcollegeglp@gmail.com

Website: www.lakhipurcollege.in

# Minute of opening meeting

Dated: 18th November, 2018

A meeting on Students Grievance Redressal is held on 18th August, 2018 at Teachers' common room, Lakhipur college under the chairmanship of Dr. Abdullah Saleh Uddin, Principal i/c, Lakhipur College.

### Agendas:

- 1. Formation of Students grievance Redressal committee.
- 2. AoB

#### Resolution:

- 1. Resolved that after the discussion in the meeting, as per UGC guideline a Grievance Redressal Committee is formed by the below faculties.
  - 1. Dr. Abdullah Saleh Uddin- Chairperson
  - 3. Mr. Abdus Samad Shiekh- Convener
  - 4. Mr. Abdur Rashid Member
  - 5. Mr. Mirza Mannaf-Member
  - 6. Mr. Nurul Islam Mondal- Member

Signature of Chairperson Principal Lakhipur College

P.O.Lakhipur, Dt. Goalpara

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

Dated: 25th August, 2019

#### Notice

# Lakhipir College Grievance Redressal Committee

In compliance to UGC directive the following "Grievance Redressal Committee" is constituted to redress the grievances on academic and other matters received from the students of Lakhipur College.

The following are members of the committee.

1. Mr. Idrish Ali Ahmed- Chairperson

2. Mr. Abdur Rashid - Convener

3. Mr. Santannu Roy -Member

4. Mr. Mirza Mannaf - Member

5. Mr. Nurul Islam Mondal- Member

6. General Secretary, Students'Union-Member

A 25708/2019

Seal and signature of the principal

Lakhipur Cullege
P.O.Lakhipur, Dt. Goalpara

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

# Minute of opening meeting

Dated: 25th August, 2019

A meeting on Students Grievance Redressal is held on 25th August, 2019 at Teachers' common room, Lakhipur college under the chairmanship of Mr. Idrish Ali Ahmed, Principal i/c, Lakhipur College.

### Agendas:

- 1. Formation of Students Grievance Redressal Committee.
- 2. Others

### Resolution:

- 1. Resolved that after the discussion in the meeting, as per UGC guideline a Grievance Redressal Committee is formed by the below faculties.
  - 1. Mr. Idrish Ali Ahmed- Chairperson
  - 3. Mr. Abdur Rashid Convener
  - 4. Mr. Santannu Roy Member
  - 5. Mr. Mirza Mannaf Member
  - 6. Mr. Nurul Islam Mondal- Member

Signature of Chairperson Principal Lakhipur College

A 25/08/2019

P.O.Lakhipur, Dt. Goalpara

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

Dated: 3<sup>rd</sup> September, 2020

#### Notice

# Lakhipir College Grievance Redressal Committee

In compliance to UGC directive the following "Grievance Redressal Committee" is constituted to redress the grievances on academic and other matters received from the students of Lakhipur College.

The following are members of the committee.

1. Mr. Idrish Ali Ahmed- Chairperson

2. Mr. Zohurul Islam Mollah - Convener

3. Mr. Santannu Roy -Member

4. Mr. Abdur Rashid - Member

5. Mr. Nurul Islam Mondal- Member

6. General Secretary, Students'Union-Member

A 3/09/2020

Seal and signature of the principal

Principal

Lakhipur College

P.O.Lakhipur, Dt. Goalpara

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

Dated: 10th September, 2021

#### Notice

# Lakhipir College Grievance Redressal Committee

In compliance to UGC directive the following "Grievance Redressal Committee" is constituted to redress the grievances on academic and other matters received from the students of Lakhipur College.

The following are members of the committee.

1. Mr. Idrish Ali Ahmed- Chairperson

2. Mr. Abdus Samad Sheikh - Convener

3. Mr. Jayanta Kumar Saloi - Member

4. Mr. Mirza Mannaf - Member

5. Mrs. Nilima Das- Member

6. General Secretary, Students' Union-Member

Al 10/09/2021

Seal and signature of the principal
Principal
Lakhipur College
P.O.Lakhipur, Dt. Goalpara

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

### Minute of opening meeting

Dated: 10th September, 2021

A meeting on Students Grievance Redressal is held on 10<sup>th</sup>September, 2021 at Teachers' common room, Lakhipur college under the chairmanship of Mr. Idrish Ali Ahmed, Principal i/c, Lakhipur College.

### Agendas:

- 1. Formation of Students Grievance Redressal Committee.
- 2. Others

#### Resolution:

- Resolved that after the discussion in the meeting, as per UGC guideline a
  Grievance Redressal Committee is formed by the below faculties.
  - 1. Mr. Idrish Ali Ahmed- Chairperson
  - 3. Mr. Abdus Samad Sheikh Convener
  - 4. Mr. Jayanta Kumar Saloi Member
  - 5. Mr. Mirza Mannaf Member
  - 6. Mrs. Nilima Das- Member

Signature of Chairperson
Principal
Lakhipur Cullege
P.O.Lakhipur, Dt. Goalpara

Al 10/09/2021

akhipur, Dist, Goalpara (Assam)

PIN-783129

Whats App & Contact No.9101997329

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

Date: 11th November, 2022

#### **Notice**

#### Lakhipir College Grievance Redressal Committee

In compliance to UGC directive the following "Grievance Redressal Committee" is constituted to redress the grievances on academic and other matters received from the students of Lakhipur College.

The following are member of the committee.

- 1. Mirza Mannaf-Chairperson
- 2. Dr. Arshad Laskar- Convener
- 3. Sarat Kumar Nath -Member
- 4. Dr. Asma Easmin-Member
- 5. General Secretary, Students' Union-Member

Seal and signature of the principal

Principal Lakhipur College DO Lakhinur, Dt. Goalpara

Website: www.lakhipurcollege.in

Email: lakhipurcollegeglp@gmail.com

#### Minute of opening meeting

Dated: 11th November, 2022

A meeting on Students Grievance Redressal is held on 11<sup>th</sup> November, 2022 at Teachers' common room, Lakhipur College under the chairmanship of Mr. Mirza Mannaf, Principal i/c, Lakhipur College.

#### Agendas:

- 1. Formation of Students Grievance Redressal Committee.
- 2. AoB

#### Resolution:

After threadbare discussion the following resolution was adopted in the meeting:

- 1. Resolved that after the discussion in the meeting, as per UGC guideline a Grievance Redressal Committee is formed by the below faculties.
  - 1. Mirza Mannaf- Chairperson
  - 3. Dr. Arshad Laskar- Convener
  - 4. Dr. Asma Easmin-Member
  - 5. Sarat Kumar Nath-Member

Signature of Chairperson

Lakhipur College

#### OFFICE OF THE PRINCIPAL



# LAKHIPUR COLLEGE

P.O. Lakhipur, Dist, Goalpara (Assam)

PIN-783129

Whats App & Contact No.9101997329

Email: lakhipurcollegeglp@gmail.com

## **Mechanisms for Grievance Redress**

#### Procedure for lodging complaint:

Website: www.lakhipurcollege.in

- A complaint box has been kept for students to put up a grievance in writing and drop it in box.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- Students can register their compliance through the following E-Mail.

lakhipurcollegegrc@gmail.com



**Complaint Box** 

The Principal

Lakhipur College

Lakhipur : dated-18-01-2023

Sub: Application for appointment in Political science department

Sir.

I have beg to state you that we have suffered lots due to unavailability of the teachers as class.

Therefore, kindly appoint teacher for our benefits.

Thanking you.

Yours faithfully

Saddam Hressain

Dept of Political science (Hons)

A coc Read State of the Coapers

kaliliparcache requested to allow for readver tisement for the post of regular principal of the College.

# Resolution No. 4

Balance Prill of defferent heads related to the developmental works in the College be approved to the Do of Lakhipur College be requested to the same as early as possible.

## Resolution No. 5

appointment as his social of Laxhipur College issued by the Briwipalife to Mr. Ashraful 9 stam MISC (G. U) on 06/02/2023 be approved. Further, it is resolved that his consolidated salary will be Rs. To,000/= P.m. w.e.f. his joining date.

## Resolution. 6

It is imanimously resolved that Hos. Sutana Rezia Partin, temporary Librariem of the College be released from If duties as She is reluctant to carry out the inversaring NAAC related Tasks for her personal pooblems.

## Resolution 7

It is manimously resolved that the contract treal appointment issued by The Brimapalife to leise Sabina Yearson, Department of Political science dated 23/01/2023 be approved.

## Resolution. 8

It is an mously resolved that the expenditual for developmental shorks of R. 1, 16,37547.88 (one come sixteen Lacs Thirty Seven thousand five hundred fortyma and Paise eighty Eightlonly. W. E. f. 23/12/2021 to 26/8/2022 be approved.

To

The Principal

Lakhipur College

Lakhipur: dated-27-12-2022

Sub: Application for appointment teacher in Education department

Sir,

I have beg to state you that we have suffered lots due to lackof regular class in Education Department because Dr.Barnali ma'am is the coornator of IQAC and always busy with her works.

Therefore, kindly appointa new teacher for our benefits.

Thanking you.

Yours faithfully

Dipambita Hajong

DipambitaHajong

&

Honours students of 6th semester

Pool of the state of the seasons of

Resolution No. 25

It is unanimously resolved that beince pal 1/c be authorised to appoint one contracted to appoint one contracted teal AssH Pof in the Department of Education isomediately coundering request of the HoD, Education of Laxlipur college.

Resolution No. 14

1/c be authorised to start the process of Bromosim of sont. Beating peri SA, Laklipur College as soon as possible subject to approval of PHI Asson

Resolution No. 15

Jt is manimornly resolved that the T. A./D. A of Prof Sarat Kr. Clath (for participality the volley Ball Competition at Kercala Selected by Assam Sports Association) be approved.

Resolution, 16.

It is imanimously resolved that the enhancement of the salary for Contractual employer of the College be approved. Briningat i/c be allowed to enhance the salary on per fund of the College.

Resolution: 17

9t is unanimously resolve that the applications placed by Part Nilima Das and Part Himani Devi regarding Child care leave (CCL) as per Govt oxdormendNo. 264322, 15+8+0ulps be approved w. e.f. subraission of application.

9+ is unanimously resolve that since

To

The Principal

Lakhipur College

Lakhipur: dated-10-01-2023

Sub: Application for taking regular class

Sir,

I have beg to state you that we have suffered lots due to lackof regular class.

Therefore, kindly accommodate the classesregularly for our benefits.

Thanking you.

Yours faithfully

Sri. Marhalam Bhuyan

Honours student

Resolution NO. 9 It is rmanimously resolved that fund of the college in differed helds be separated Resolution NO.10 Restrong to It is unanimously resolved that the Brincipalife be instructed to regular classes so that students can not suffer. Resolution No. Resolution NO. 11 It is unanimously resolved that Brincipalis is authorised to be strict of the other dance of lac teaching and now teaching staff of the college Resolution NO. 12 Sadullah khom
The New DDG (15 Goalpaka GDG) Laktipur college be welcome in the interest of the college The meeting ended with a vota of thans Coso Pandere Prefindent ( Dele: 22/03/2023 President akhipur College G

To

The Principal

Lakhipur College, Lakhipur

Date: 15-01-2020

Sub: Request for providing sports goods.

With due respect we, the Lakhipur College Students' Union would like to request you to provide us sports goods for upcoming College Week.

Therefore, we humbly request you to provide necessary sports goods as soon as possible.

Thanking you

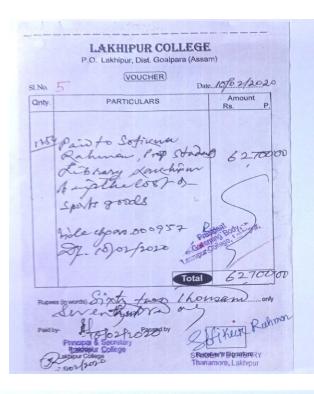
Yours faithfully

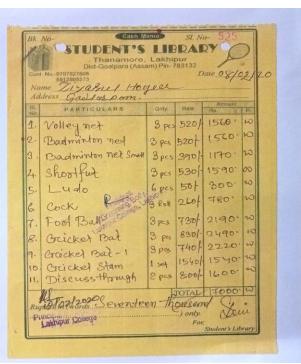
Mercadul Islam

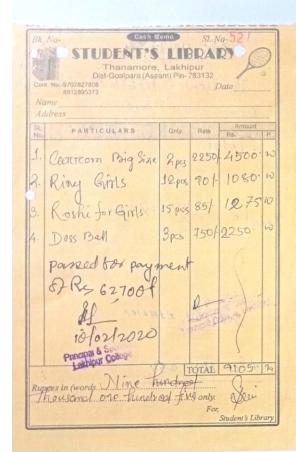
Meradul Islam,

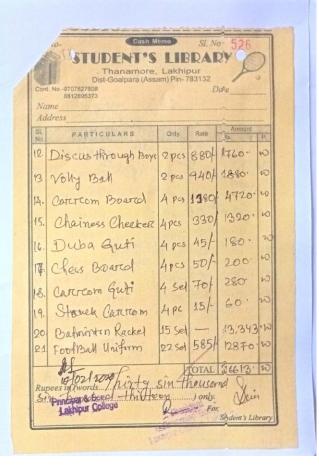
President, LCSU

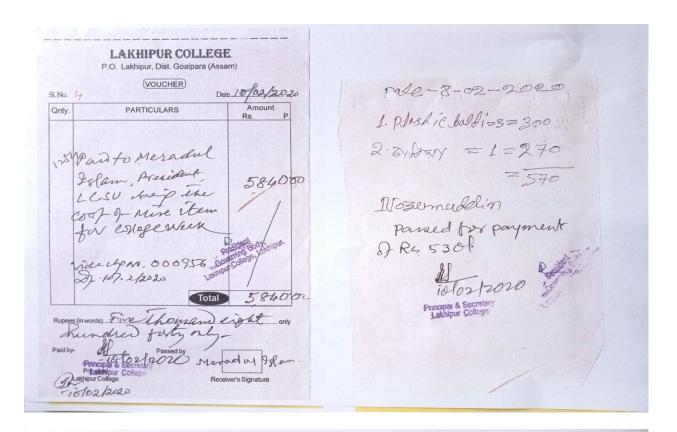
Jukkar Naine General secretary, LCSU

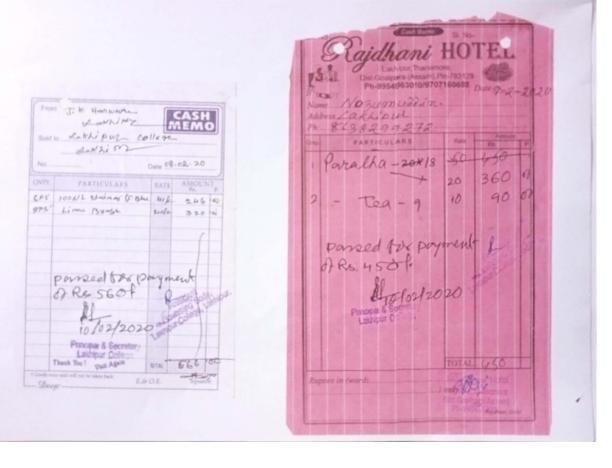












खिल, धिर्माप्त अश्वापमा लाग्ने, लाग्नीपूर्व स्थित्र अश्वापिमालम्, लाग्नीपूर्व धार्-

UTO - 50-06-2025

-विश्रयः - त्विजि० किवि - विकाबि - श्वाबाधि - व्यवाब अिष्ट्रिशाम ।

अश्वामयः,

जिल्क अशाम्य अये अबिद्यम् अवा उद्याय काल् प्रत ।

Joseph Mely College And Mely College And C

आलानार्व क्रिकान वार्षा हामी Anjuma Patchin 1st Sem অতি व्यवीकार महापम लक्षीत्व मधाविषालय, लक्षीत्व তাবিশ্ব - 11 - 08 - 2022

विषय-Librarey य लाया 2 अमार्चिक व्यक्तिक किलाल issue कविवरित जासमत ।

मश्लाम,

निजीखडादा जुनाई हम, आमाय कलाड Library य त्रवा ज्यमुखः चितियत किंगात प्रकृश्य कवि पिनले जादम्ब ज्वाली। अविक काव जनगाएं। दुकि जन्मि किल दिल दिल।

300 ज्या लातार अमान गर्भ हानी भी यतिनी भाताकाठ रम यार्किक

The Examination Controller Gauhati University Ghy-14 Obrough the principal. Lakhipur College Lakhipur

Dub: Application for providing Corrected Grad Sheet. Rate: 11/9/23

Respectfully 9 Muktar Hussain would like to inform Jou that I had filled in the Semicinal Isram held in December, 2018 in the Subject Grabie General. Again 9 have appeared in me Semional Gram and passed mi same 9 encloused Marksheet and answer script

There fore, I request you for your wind Consideration.

Kwd wed

Yours faithfully Mukfarthussain ROIL NO - WAITHOLD 213 BA 18f Sem. (General) Cont. No. 8822673964

The Controller of Examinations, Guwahati University, Guwahati-14

Through the principal, Lakhipur College, Lakhipur

Dated: Lakhipur the

Sub: Request for Declaring of Result of BA 6th Sem Exam, 2023

Sir.

With reference to the subject cited above, I have the honour to state that I appeared in BA 6th SemArrear Exam 2023 bearing Roll No.UA-191-101-0063 While downloading Grade

Sheet guportal shows as Either you are not student or you enterd an incorrect Roll No.

Therefore, I request you kindly to make necessary correction of my Grade sheet and declare my result of BA 6th Sem as early as possible.

I shall remain ever grateful to you for this act of your kindness.

Enclosure:

- 1. Grade sheets
- 2. Top Sheet
- 3. Attendance sheet

Yours faithfully,



Jiaur Rahman

Signature:

Roll No. UA-191-101-0063

BA 6th Sem Exam, 2023

Lakhipur College

Contact No. 9101068958

The Controller of Examinations, Guwahati University, Guwahati-14

Through the principal, Lakhipur College, Lakhipur

Dated:Lakhipur the

Sub: Request for Declaring of Result of BA 6th Sem Exam, 2023

Sir.

With reference to the subject cited above, I have the honour to state that I appeared in BA 6th SemArrear Exam 2023 bearing Roll No.UA- UA-191-101-0043 While downloading Grade

Sheet guportal shows as Either you are not student or you enterd an incorrect Roll No.

Therefore, I request you kindly to make necessary correction of my Grade sheet and declare my result of BA 6<sup>th</sup> Sem as early as possible.

I shall remain ever grateful to you for this act of your kindness.

## Enclosure:

1. Grade sheets

2.Top Sheet

3. Attendance sheet

Yours faithfully,

Signature: Fekku Rabidors

Roll No. UA-191-101-0043

BA 6th Sem Exam, 2023

Lakhipur College

Contact No. 6002812404

P.O. Lakhipur, Dist, Goalpara (Assam) PIN-783129

Website: www.lakhipurcollege.in Email: lakhipurcollegeglp@gmail.com

## **Report of Grievance and Activities**

## Report:

In accordance with the directives from UGC, Grievance Cell, Lakhipur College displayed posters and Anti-ragging slogans in college campus and organized anti-ragging awareness programme on 20<sup>th</sup> August, 2021, 8<sup>th</sup> August, 2022 and 12<sup>th</sup> August, 2023 in order to make students aware of the seriousness of ragging as a crime. The principal of the college informed to the students about the prohibition ragging Act 1998. He also pointed out that ragging is completely prohibited at the college and strict action will be taken against the students who indulge in such activities. Students and faculties were enthusiastically participated in these programmes. The aim of the cell is to create awareness among the students against ragging. The Cell did not find any case on ragging during these sessions.

The ICC,Lakhipur College has organized an awareness program on "Preventing Abuse on Girls' on 10/06/2023 at KGBV girls Hostel, Lakhipur. Mrs. Himani Devi ,Associate Professor, Department of English, lakhipur College was invited as the resource person who delivered an informative lecture. The ICC, Lakhipur college organized an orientation program on "preventing Sexual harassment at workplace on 19/12/2023 assistant professor Miss Rubina Sarkar, Associate professor Mrs. Himani Devi and office assistant Niva Ghosh have oriented the attendants. An awareness program on Gender sensitization Against Sexual Harassment was organized by ICC, lakhipur College on 30/12/2023. Dr. Arshad Laskar was invited as the resource person who sensitized the students on the topic.



Awareness program on Anti-Ragging



**Workshop on Anti-Ragging** 



Awareness program on "Preventing Abuse on Girls'





Orientation program on "preventing Sexual harassment at workplace





Awareness program on Gender sensitization Against Sexual Harassment

